

## Correctional Employee of the Year Award Criteria

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The Correctional Employee of the Year Award program consists of 4 levels.

### **1 MEDAL OF HONOR.**

The highest award.

Awarded to the correctional employee who demonstrates actions above and beyond the call of duty, *in the face of certain and imminent danger to life and limb*.

The Medal of Honor award has historically been reserved for those acts which:

- are performed in the course of a dangerous incident;
- are performed to save/protect the life of a colleague or inmate;
- are performed in selfless disregard for the employee's own safety;
- often result in great cost to the employee (including loss of life).

Medal of Honor recipients should display the highest levels of professionalism, competence, leadership, and clear thinking during a dangerous incident while on or off duty.

### **2 MEDAL OF VALOR.**

The second highest award.

Awarded to the correctional employee who demonstrates actions above and beyond the call of duty, *disregarding the potential for danger to him/herself*.

The Medal of Valor award has historically been reserved for those acts which:

- are performed in the course of a dangerous incident;
- are performed to save/protect the life of a colleague or inmate;
- are performed at a high degree of risk to the employee;
- are performed on duty or off duty.

### **3 MERITORIOUS RECOGNITION.**

The third highest award.

Awarded to the correctional employee who demonstrates actions above and beyond the call of duty, but whose actions may not reach the level of Honor or Valor.

The Meritorious Recognition Award has historically been reserved for those acts which:

- are performed in addition to the regular course of duty;
- show great benefit to a colleagues of inmate;
- demonstrate professionalism and selflessness;
- demonstrate high levels of professionalism and competence.

**4 COMMUNITY SERVICE AWARD.**

Awarded to the correctional employee(s) who demonstrates actions, above and beyond the call of duty, which are of extraordinary service to the community. Community is defined as either the correctional community or the community at large.

**5. GROUP AWARD.**

Any of the above awards may be awarded as a Group award - for example, "Medal of Valor - Group Award."

This has historically been awarded in situations involving multiple employees, whose individual roles cannot be measured or weighed against the actions of other employees involved in the incident. Rather, it is for those employees who, acting in concert with each other, display a high level of teamwork in addition to their actions.

***PLEASE NOTE: Nominations should be based upon an individual's or group's response to a critical incident or outstanding performance. Nominations should not be based upon an employee's response to an "everyday" incident that is encountered on a regular basis; nor should a candidate be nominated for an act considered to be an expected course of action committed in the daily performance of an employee's duties.***

***For example - Awards are traditionally not presented for incidents involving the application of a Heimlich maneuver, or for treatment provided by medical staff that is not beyond the range of their expected duties/capabilities.***

***Please forward any press clippings of media coverage or letters of support with nomination paper work.***

<b>Correctional Employee of the Year NOMINATION FORM</b>	
Sheriff: Superintendent/Department Head:	Telephone #:
Department:	Address:
<b>NOMINEES</b>	
Name/s:	
<b>AWARDS</b>	
Medal of Honor <input type="checkbox"/> Medal of Valor <input type="checkbox"/> Meritorious Recognition <input type="checkbox"/> Community Service Award <input type="checkbox"/> Group <input type="checkbox"/>	
<b>INCIDENT</b>	
Date:	Time:
<b>DESCRIPTION</b>	
Please include the following elements into your narrative: Conditions of circumstances, extent of personal risk, victim risk, assistance, and outcome.	